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DD/M&S

73-2270

5 JUN 1973

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Management and Services
Special Support Assistant to the Deputy
Director for Management and Services

SUBJECT : Headquarters Operational Supply Room

1. The Headquarters Operational Supply Room operated by the Logistics Services Division of the Office of Logistics was originally established to provide Headquarters personnel on TDY assignment with operational equipment on a loan basis. Included in the inventory were such items as suitcases, attache cases, cameras, film, binoculars, projectors, and tape recorders. In 1971 some of these items, including suitcases and attache cases, were deleted from the inventory, and the component Logistics Officers assumed responsibility for providing these items on an as-required basis.

2. Our records indicate that the current utilization of the Operational Supply Room is not sufficient to justify its continued operation. This fact, combined with recent and continuing personnel reductions, dictates that we close the room and transfer responsibility for the provision of all remaining operational items to the component Logistics Officers. We plan to close the room in early FY 1974, and you will be advised of the exact date.

3. It is requested that the addressees advise all Support Officers in the Headquarters Building of this impending change. Early notification will enable component Logistics Officers to requisition and stock within their components any operational items which may be required prior to the closing of the Operational Supply Room. We regret that this service cannot continue as in the past but, at a time of decreasing personnel assets, we must transfer responsibility wherever possible to achieve maximum utilization of all Logistics Officers.

[Redacted Signature]

Executive Officer, OL

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